

General Information & Policies

Deposit Requirements: A deposit is required fourteen (14) days after the initial booking, all deposits must accompany a valid credit card imprint. All functions will be considered tentative until receipt of deposit. If deposit is not received by this due date the Best Western Cairn Croft Hotel reserves the right to release and re-book your space without notification.

Room Rental: Meeting and function space rental will vary between \$125.00 and \$1000.00 depending on specific requirements and availability.

Socan: Authorization for the use of copyright music at events in a hotel, banquet hall or other like premises without a valid licence constitutes copyright infringement. The party shall pay in advance as follows: with dancing \$57.55 plus 7% GST, without dancing \$28.75 plus 7% GST.

Prices: Prices are guaranteed for a period of ninety (90) days. All prices are subject to 8% Provincial Sales Tax, 15% Alcohol Tax, 7% Goods and Services Tax and 15% Service Gratuity.

Menu Selection: All details concerning Food & Beverage must be finalized 4-6 weeks prior to your function date. All food and beverage consumed in any function area must be purchased from the hotel. Menu selections must be given by the date indicated above. For food service delayed by the convenor over 45 minutes from contracted start time an additional labour charges of \$2.00 per person will apply. Alternate meals due to dietary restrictions are not a problem. Please inform us of any requirements for alternative meals in advance. Please note alternate meals not requested in advance and required at time of serving will be subject to additional charges based on the menu prepared. A mandatory cake cutting fee will apply of \$1.50 per person plus applicable taxes and gratuities.

Alternate Meals: Alternate meals due to dietary restrictions are not a problem. Please inform us of any requirements for alternative meals in advance. Please note alternate meals not requested in advance and required at time of serving will be subject to additional charges based on the menu prepared.

Guaranteed Numbers: A final guaranteed number of persons attending is required three (3) business days prior to the function. The convenor undertakes to pay the final guaranteed number or the number of people in attendance whichever is greater. We will be prepared to serve 5% above guaranteed numbers. If no number is communicated, we will honor the number of persons for which the function was originally booked. The final guaranteed number may not fall below 80% of the originally contracted number of attendees. Should the final guaranteed number fall below 80% of the contracted number a penalty equivalent to the difference of the final guarantee and 80% will be assessed as additional room rental. Please note: Guaranteed numbers for Sunday and Monday functions will be required Thursday by noon.

Beverage & Bar Service: No beverage of any kind will be permitted to be brought into the hotel banquet areas. Ontario Liquor Laws will not permit the service of beverages after 1:00 AM (Sunday 11:00 PM) in our Ballroom and 10:45 PM in the Courtyard. All entertainment should cease at this time in order to clear the function room by 1:45 AM (Sunday 11:45 PM) in our Ballroom and 11:00PM in our Courtyard.

Method of Payment: Payment of accounts will be required upon completion of the function. All deposits and payments made by cheque must be accompanied by a valid credit card.

Personal Effects: The Best Western Cairn Croft Hotel is not responsible for loss or damage to property brought into the hotel. All personal and supplier effects must be removed from banquet rooms at the end of each function.

Room Allocations: Appropriate space will be allocated for your function based on the information provided. The Best Western Cairn Croft Hotel reserves the right to change to an alternate room to better suit the group.

Security Deposit: In some circumstances the Best Western Cairn Croft Hotel reserves the right to ask for a refundable security deposit.